

VIRGINIA:

IN THE CIRCUIT COURT OF THE CITY OF ALEXANDRIA

Plaintiff

v.

Civil Case No. _____

Defendant

CIVIL MOTIONS DAY PRAECIPE

Please place the above case on the MOTIONS DAY docket for _____,
20__ at 10:00 a.m. The title of the motion(s) is (are) _____

I hereby certify that Notice of the foregoing praecipe has been delivered/mailed to
_____, counsel for Plaintiff/Defendant or
non-moving pro se party on the _____ day of _____, 20____.

Moving Party/Counsel of Record

Address: _____

Phone: _____

Motions Day are the 2nd and 4th Wednesdays of the month at 10:00 a.m. Motions are limited to thirty minutes; in cases requiring a longer time, counsel should call the Judges' Chambers to schedule a hearing at 2:00 PM.

The deadline for filing this praecipe and motion with the Clerk's Office is 5:00 p.m. on the Wednesday preceding the Motions Day.

Mail or deliver this praecipe to:

J. Greg Parks, Clerk of Court
Circuit Court of Alexandria
520 King Street, Room 307
Alexandria, VA 22314
(703) 746-4044